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Minimum Qualification Specifications
for the Class:

CHIEF INVESTIGATOR

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience:

Specialized Experience: Four and one-half (4-1/2) years of progressively responsible investigative experience which demonstrated: (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information, and arrive at sound conclusions; (3) skill in written and oral reports and presentation of investigative findings in a clear and concise manner; and (4) tact, discretion and capacity for obtaining the cooperation and confidence of others. The following are examples of qualifying experience:

1. Investigative experience as a member of a military intelligence or criminal investigative component in any of the branches of the armed forces or in any of the public service, in which the principal duties consisted of the

supervision of or the independent conduct of investigations of security, intelligence, or criminal cases, the preparation of comprehensive documented reports, and responsibility for testifying in court;

2. Investigation of complex casualty or insurance claims which included a substantial number of cases involving suspected crimes or alleged fraud;
3. Investigation of criminal cases for practicing attorneys requiring the use of recognized investigative methods and techniques;
4. Experience in the general practice of criminal law which required appearing in court and interviewing suspects and witnesses, or which required a substantial amount of complex criminal investigative work;
5. Experience as a uniformed law officer where the principal duties were criminal investigations requiring the use of a variety of investigative methods and techniques such as surveillance, assuming an undercover role, etc.; and
6. Investigations concerning compliance with, or violations of, governmental law, rules and regulations which involved extensive fact-finding and reporting activities. Typically, this would include determining facts, developing evidence, securing information, preparing comprehensive documented reports and testifying in court.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Applicants' overall experience must have demonstrated the possession of at least one (1) year of experience comparable in scope, complexity and responsibility to work experience characteristic of the class Investigator VI or two (2) years of experience comparable in scope, complexity and responsibility to work experience characteristic of the class Investigator V.

Administrative Aptitude: Applicants must possess administrative aptitude. Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; and/or providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability

to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Non-Qualifying Experience

There are some types of experience which are related to investigative work but which are not acceptable and applicants who offer only these kinds of experience will be disqualified. Experience is not acceptable if: (a) it has not afforded training in, or required the application of the knowledge, abilities and skills described above; or (b) it has been acquired in essentially clerical tasks or assignments. Examples of the kinds of experience which are not qualifying are:

1. Experience in performing the normal duties of a policeman, guard, watchman, or private detective assigned principally to the protection of life or property, or similar experience in other types of positions;
2. The investigation of minor insurance damage claims or of the financial standing of individuals or firms for credit associations or for collection agencies; and
3. Experience as an inspector whose principal duties were to examine materials, plant and public facilities, equipment, animals, poultry, food, drugs, premises, insects, etc., to determine whether they conform to prescribed specifications or standards.

Substitutions Allowed

Possession of a law degree from a school of law accredited by a nationally recognized, specialized accrediting body (or a law degree deemed comparable by a nationally recognized specialized accrediting body) may be substituted for two (2) years of Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Firearms Requirement

Applicants must meet all State and federal requirements applicable to the carrying, possession and use of firearms and ammunition, and possess demonstrated knowledge of and the ability to properly use firearms.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class CHIEF INVESTIGATOR, approved on May 13, 2002.

Date Approved: 7/21/14



JAMES K. NISHIMOTO, Director
Department of Human Resources Development